



**POSITION ANNOUNCEMENT
USAID/ AMERICAN EMBASSY, TEL AVIV**

ALL CANDIDATES MUST FOLLOW THE APPLICATION INSTRUCTIONS AND TAKE NOTICE OF THE ADDITIONAL SELECTION CRITERIA SECTION (3) TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION

POSITION TITLE: AID Project Management Specialist (Construction), FSN- 11
OPEN TO: All interested Candidates including Eligible Family Members
OPENING DATE: December 5th, 2014
CLOSING DATE: December 19th, 2014
TYPE/LENGTH OF SERVICE: Local-hire position, 12 months renewable
POSITION LOCATION: USAID - Tel Aviv

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of AID Project Management Specialist (Construction) within the Water Resources and Infrastructure Office (WRI) of the USAID Mission for West Bank & Gaza.

1) BASIC FUNCTIONS OF POSITION

The primary purpose of this full time position is to manage and monitor USAID-supported construction activities in the West Bank and Gaza. The incumbent will provide project management and supervision of USAID-funded projects, as well as serve as an Agreement/Contracting Officer's Representative (A/COR) for WRI programs. In addition, the incumbent will provide construction advice and other technical assistance and guidance in the design and implementation of major construction activities and will also provide construction management expertise to other Mission technical offices. The incumbent will provide advice in the development of detailed designs and plans and will assist in the preparation and review of procurement documentation, technical proposals, and Government Cost Estimates. In addition, he/she will conduct site visits to monitor USAID construction projects and prepare reports on those visits. The position is located in the USAID offices in Tel Aviv and requires the ability to commute to the office on a daily basis; in addition, there would be regular travel to Jerusalem and the West Bank.

2) **QUALIFICATIONS SOUGHT:**

The application must address the following minimum requirements:

- A Bachelor of Science degree in construction management or related field is **required**.
- Experience:
 - 1) A minimum of seven years of progressively responsible construction management experience for infrastructure projects preferably with an international development agency or an international construction engineering firm is **required**.
 - 2) Candidates with 5 and/or 6 years of the above mentioned experience may also be considered, provided that they meet all the other minimum requirements. However, they will be hired at a lower trainee grade level and will stay in that level until they fulfill the full required experience levels specified in number 1 above.
- Level 4 (fluent) in written and spoken English is **required**.
- Must have very strong written and verbal English communication skills, including the ability to write high-level analytical and reporting documents, as well as correspondence.
- Must have thorough knowledge of infrastructure projects (e.g., roads, water, schools and/or health clinics).
- Must have general knowledge of US Government regulations, as well as Palestinian laws and regulations affecting construction and program implementation.
- Ability to access the West Bank to project sites is **required**.

In addition, the following soft skills are sought and should be discussed in your applications:

- Must have strong interpersonal skills and the ability to maintain an extensive range of contacts with mid- to high-level officials in the Palestinian Authority and private sectors, nongovernmental organizations and the donor community.
- Must have the ability to work well in a team environment, independently plan, develop, manage and evaluate programs and projects.

3) **ADDITIONAL INFORMATION ABOUT THE SELECTION PROCESS:**

- a. Selection will depend upon education, skills and experience of the applicants, as well as references and interviews.
- b. Hiring for this position is based on funding availability as well as security & medical clearances.

- c. Nepotism/ conflict of interest will be considered, and may result in disqualification of candidacy depending on the circumstances. (**See explanation of Nepotism below).
- d. In order for U.S. citizens to be considered for employment, they must be able to provide proof of their local work permit and/or legal status in Israel.
- e. Current employees serving a probationary period are not eligible to apply.

4) HOW TO APPLY:

- Please clearly indicate the title of the position you are applying for. Any application that does not specify the position applied for will NOT be considered.
- Please submit a current, resume/CV in ENGLISH along with a cover letter to USAID Executive Office Attention HR Department as follows:

- | | | |
|------------------------------------|----|-----------------|
| <input type="checkbox"/> By Email: | | hrwbg@usaid.gov |
| | OR | |
| <input type="checkbox"/> By Fax: | | (03) 511-4894 |

Applications must be received at the USAID Executive Office by Close of Business, 16:30, local time, on December 19th, 2014.

- Applications received after the closing date and time of the announcement will NOT be considered.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- Applicants who fail to meet requirements for the position will be disqualified. Only short listed applicants will be contacted for interview.
- If college education is a requirement for the position, a certificate will be required to be provided prior to beginning employment.

5) *LANGUAGE LEVEL DEFINITIONS:

Level 1: Rudimentary knowledge.

Rudimentary verbal understanding of a limited vocabulary.

Level 2: Limited knowledge.

Limited knowledge of the written and spoken language, and a vocabulary limited to a specific occupation. Job holder will be able to understand and carry out verbal instructions of a repetitive nature, and prepare simple forms or reports.

Level 3: Good working knowledge.

Good working knowledge of the written and spoken language. Job holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

Level 4: Fluent.

High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

Level 5: Professional translator/interpreter.

Ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance, or capable of simultaneous translation as in the case of conference reporting.

6) **NEPOTISM:

Immediate family members, including relationship by marriage may be employed but cannot be assigned to the same section within the Mission. Immediate family is defined as: spouse, son, daughter, parent, brother or sister.

Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications and demonstrated salary history so warrant. If there are no qualified candidates at the starting grade level, a candidate may be hired at a lower trainee level as specified above. The decision will be made by the USAID Executive Officer.

The US Government (USG) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. USAID reserves the right to hire multiple candidates.